



## Employee Support Program

Dept: HR Department	Revision Date	17.02.2024
Approved By: CHRO	Revision No.	00

### OBJECTIVE

At MTL, we understand that a healthy and supportive work environment is essential for the well-being and productivity of our employees. That's why we prioritize workplace stress management as a crucial aspect of our company culture. We recognize that modern workplaces can be demanding, and it's important to provide resources and support to help our employees navigate stress effectively.

### OUR STANDARDS AND EXPECTATIONS

Our approach to workplace stress management at MTL encompasses several key initiatives:

**Employee Assistance Program (EAP):** We offer an Employee Assistance Program that provides confidential counselling and support services to employees facing personal or work-related challenges. Whether it's dealing with workplace conflicts, financial issues, or mental health concerns, our EAP ensures that employees have access to professional support when they need it most.

**Wellness, Workshops and Training:** We regularly organize wellness workshops and training sessions to equip employees with practical strategies for managing stress. These workshops cover topics such as mindfulness, resilience building, time management, and work-life balance, empowering our team members to proactively address stressors in their lives. At MTL, we organize various sport activities for all the employees. And we conduct complete health checkups for all the employees.

**Flexible Work Arrangements:** Recognizing that flexibility is key to reducing stress, we offer flexible work arrangements such as flexible hours, telecommuting options, and compressed workweeks. This flexibility allows employees to better balance their work and personal responsibilities, reducing the pressure of rigid schedules.

**Promoting Open Communication:** We foster a culture of open communication where employees feel comfortable expressing their concerns and seeking support from management and colleagues. Regular check-ins, team meetings, and feedback sessions provide opportunities for employees to discuss stressors and collaboratively identify solutions.

**Creating a Positive Work Environment:** We strive to create a positive and supportive work environment where employees feel valued, respected, and appreciated. Recognizing achievements, promoting teamwork, and providing opportunities for professional growth and development are integral to our efforts in fostering employee well-being.

At MTL, we are committed to promoting the mental and emotional well-being of our employees. By prioritizing workplace stress management and providing comprehensive support initiatives, we aim to create a workplace where employees can thrive personally and professionally.

### RESPONSIBILITY FOR THE POLICY

This Employee Support Program has been approved by the Chief Human Resources Officer of Manjushree Technopack Limited. The Location Human Resources personnel are responsible for interpretation and management of this policy in consultation with the Chief Human Resources Officer.